



## Public Works Department Project Charter

**Project Name:** Muegge Road at Mexico Road Traffic Flow Improvements

**Department:** Public Works

**Division:** Engineering

**Project Number:** CMAQ-7302(631)

**Account Number:** 412-500-501-873-101

### Prepared By

Document Owner(s)	Project/Organization Role
Brad Temme	Project Manager

### Project Charter/PMP Version Control

Version	Date	Author	Change Description
<a href="#">Charter V1</a>	8/14/12	BWT	<ul style="list-style-type: none"><li>Initial Charter Creation</li></ul>

### Online Project Plan

Status	Date	Author	Details
<a href="#">Planning</a>	8/14/12	BWT	<ul style="list-style-type: none"><li>ProjectManager.com setup</li></ul>

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## 1 PROJECT CHARTER/PMP PURPOSE

The project [charter/PMP] defines the vision, goals, scope, objectives, constraints, and overall approach for the work to be completed as part of this project. It is a critical element for initiating, planning, executing, controlling, and assessing the project. In addition, it serves as an agreement between the Project Team stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.

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## 2 PROJECT PURPOSE AND OVERVIEW

The project will improve air quality by increasing traffic flow at the intersection of Muegge Road and Mexico Road by adding a northbound left turn lane. The resulting northbound lane configuration will be dual left turn lanes, one through lane, and a shared through right turn lane.

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## 3 PROJECT TEAM

Project Team Role	Project Team Member(s)	Contact Information
Project Manager (City)	Brad Temme	636-940-4617 <a href="mailto:brad.temme@stcharlescitymo.gov">brad.temme@stcharlescitymo.gov</a>
Sr. Project Manager - Construction (City)	Steve Noonan	636-949-3237 <a href="mailto:stephen.noonan@stcharlescitymo.gov">stephen.noonan@stcharlescitymo.gov</a>
Sr. Project Manager – Design (City)	Eric Allmon	636-949-3237 <a href="mailto:eric.allmon@stcharlescitymo.gov">eric.allmon@stcharlescitymo.gov</a>
City Engineer (City)	Kevin Corwin	636-949-3237 <a href="mailto:kevin.corwin@stcharlescitymo.gov">kevin.corwin@stcharlescitymo.gov</a>
Right of Way Specialist	Brian Faust	636-949-3245 <a href="mailto:brian.faust@stcharlescitymo.gov">brian.faust@stcharlescitymo.gov</a>
Design Consultant	TBD	

### 3.1 [PMP – Organizational Chart]

Attach Org. Chart Exhibit

### 3.2 [PMP – Communications Plan]

Attach and/or specify online

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## 4 PROJECT SCOPE STATEMENT

### 4.1 Goals and Objectives

Goals	Objectives
Improve Traffic Flow	<ul style="list-style-type: none"> <li>Add a northbound left turn lane</li> </ul>
Improve Pedestrian Transportation	<ul style="list-style-type: none"> <li>Provide improved pedestrian facilities</li> </ul>

### 4.2 Statements of Work (SOW)

SOW	Owner/Prime	Due Date/Sequence
MoDOT Consultant Solicitation	Temme	9/14/12
Select Consultant	Temme	9/21/12
Program Agreement	Temme	11/26/12
MoDOT Design Contract Approval	Temme	12/10/12
Concept Plan	Consultant	3/1/2013
Preliminary Plan	Consultant	5/1/2013
MoDOT Preliminary Plan Approval	Consultant	6/1/2013
Right of Way Plan	Consultant	8/1/2013
MoDOT Right of Way Plan Approval	Consultant	9/1/2013
MoDOT A-Date	Consultant	10/1/2013
Right of Way Acquisition	Faust	6/1/2014
Final PS&E	Consultant	7/1/2014
MoDOT Final PS&E Approval	Consultant	9/1/2014
Bid	Temme	9/15/2014
Construction	Noonan	12/1/2014
Final Close Out	Noonan	3/1/2016

### 4.3 Milestones and Deliverables

Milestone	Deliverable
1. Program Agreement	<ul style="list-style-type: none"> <li>Executed MoDOT Program Agreement</li> </ul>
2. Consultant Contract	<ul style="list-style-type: none"> <li>Executed Contract</li> </ul>
3. MoDOT Consultant Contract Approval	<ul style="list-style-type: none"> <li>Federal Obligation of Design Funding</li> </ul>
4. Conceptual Plan	<ul style="list-style-type: none"> <li>Conceptual Plans and Alternatives Analysis</li> </ul>

5. Preliminary PS&E Submittal	<ul style="list-style-type: none"> <li>Preliminary Plans</li> </ul>
6. Preliminary Plan Approval	<ul style="list-style-type: none"> <li>MoDOT Preliminary Plan Approval</li> </ul>
7. Environmental Classification	<ul style="list-style-type: none"> <li>Approved Environmental Clearance</li> </ul>
8. 106 Clearance	<ul style="list-style-type: none"> <li>Approved 106 Clearance</li> </ul>
9. Utility Relocation Plan Approval	<ul style="list-style-type: none"> <li>Utility Relocation Plan</li> <li>Approval Letter</li> </ul>
10. Right of Way Plan Submittal	<ul style="list-style-type: none"> <li>Right of Way Plans</li> </ul>
11. Right of Way Plan Approval	<ul style="list-style-type: none"> <li>A-date</li> </ul>
12. Right of Way Acquisition	<ul style="list-style-type: none"> <li>Right of Way Clearance</li> </ul>
13. Final Plan Submittal	<ul style="list-style-type: none"> <li>Final Plans</li> <li>Final Design Standards</li> </ul>
14. Final Plan Approval	<ul style="list-style-type: none"> <li>Federal Obligation of Construction Funding and Authority to Advertise for Bids</li> </ul>
15. Bid	<ul style="list-style-type: none"> <li>Sealed Bids from Contractors</li> </ul>
16. MoDOT Concurrence in Award	<ul style="list-style-type: none"> <li>MoDOT Concurrence in Award and Federal Obligation of the Construction Contract</li> </ul>
17. Begin Construction	<ul style="list-style-type: none"> <li>Executed Construction Contracts</li> </ul>
18. Final Acceptance	<ul style="list-style-type: none"> <li>Lien Waivers, Final Invoice</li> </ul>
19. Final Project Approval	<ul style="list-style-type: none"> <li>Final Reimbursement Check</li> </ul>

#### 4.4 Out of Scope

Project will not include reconstruction of the intersection or pedestrian facilities that are not located on the northbound Muegge approach.

#### 4.5 Project Funding

Source	FY 2013	FY 2014	FY2015	Confidence Level
City	\$6,000	\$48,500	\$	High
CMAQ	\$48,000	\$388,000	\$	High
CRB	\$6,000	\$48,500	\$	Medium

#### 4.6 [PMP – Work Breakdown Structure]

Specified online.  
Attach Executed Contracts

#### 4.7 [PMP – Time Management Plan]

Managed online. Schedule shall be updated as frequently as weekly (e.g. daily, weekly, etc.)

#### 4.8 [PMP – Cost Management Plan]

Cost estimates shall be stored online and provided at completion of the following tasks: Preliminary Plan, Utility Relocation Plan, Right of Way Plan, and Final PS&E.

#### 4.9 [PMP – Change Management Plan]

Managed online.

### 5 PROJECT CONDITIONS

If an online project plan has already been created, issues and risks can be entered online with a printed summary attached to the project charter/PMP.

#### 5.1 Issues List

#	Description	Impact*	Priority*	Owner	Proposed Resolution
1	Federal funding requirements	Low	High	City	Project must be completed to the standards set forth in MoDOT's LPA Manual.
2	ROW Acquisition	Medium	Medium	City	If condemnation is required to acquire property the project timeline may be extended.
3	District 6 Traffic Approval	Low	Medium	City/Consultant	Coordination throughout the project will be necessary to ensure our work will meet MoDOT standards.
4	Utility Relocations	Medium	High	City/Consultant	Following the County Utility Coordination plan will be necessary to minimize their impact.
5	Managing Bike Traffic	Medium	Medium	Consultant	Ensure that the design can accommodate bike traffic with

#	Description	Impact*	Priority*	Owner	Proposed Resolution
	(Current/Future)				current and future improvements
6	Alignment offset of through lanes	Medium	Medium	Consultant	Ensure that the new design does not create an unsafe through lane alignment
7	St. Peters signal coordination	Low	Medium	Consultant	St. Peters will need to be consulted on changes to the signals at the intersection.

## 5.2 Risk Register

#	Description	Impact*	Likelihood*	Owner	Proposed Mitigation
1	MoDOT does not grant or is slow with plan approvals	High	Medium	City/Consultant	Communication with the MoDOT Local Roads department throughout the design process should help to minimize the chances of this occurring
2	ROW acquisition delays	Medium	Low	City/Consultant	Coordination throughout the project with adjacent property owners will be necessary to ensure they are on board with the proposed improvements.
3	Meeting MoDOT deadlines	High	Low	City/Consultant	Project schedule management will be necessary to ensure all deadlines are met.
4	Utilities relocation delay	High	Low	City/Consultant	Meet with utilities early on and incorporate their needs into our overall design.
5	County/MoDOT Interchange Project Impacts	Medium	Medium	City/Consultant	Schedule at least two project meetings to coordinate with adjacent interchange design.

### \*Risk and Issue Criteria:

Description	Impact	Priority	Likelihood
High	occurrence will have a substantial impact on the progress or result of the project	requires immediate follow-up and resolution	very likely to occur
Medium	occurrence will have an impact on the progress or result of	requires follow-up before completion of next project	may occur



Description	Impact	Priority	Likelihood
	the project, but within reasonable tolerances	milestone	
Low	occurrence will have only minor impacts on the progress or result of the project	requires resolution prior to project completion	probably will not occur

### 5.3 Stakeholder Input Summary

Name	Organization	Role	Interests
Adjacent Property Owners	Owners of property adjacent to project	ROW and easements will need to be acquired from these people/	Receiving fair compensation for any ROW or easement needed on their property.
City Council Members	City	Represent the citizens of the City.	An on time and on budget project.
Utility Companies	Utilities	Relocate their utilities at lowest possible cost	Protecting their financial interests and preserving their rights.
MoDOT	MoDOT	Recommends Federal Fund Obligation.	A project that meets the original scope and is on time and on budget.
County Road Board	County Road Board	Oversees County Transportation Sales Tax Improvements	A project that improves transportation within St. Charles County.
City of St. Peters	City of St. Peters	Operates the signals at the intersection	Improvement of the existing signal operation, and installation of equipment that meets their City's requirements

### 5.4 [PMP – Issue and Risk Management Plan]

Managed online

## 6 PROJECT STANDARDS

### 6.1 Standards

- MoDOT LPA Manual
- ADAAG
- St. Louis County Standard Plans and Specifications for Highway Construction
- AASHTO

### 6.2 Permits/Outside Approvals

- MoDOT Environmental Clearance
- SHPO 106 Permit
- DNR Land Disturbance Permit

### 6.3 Notes

- I-70 Interchange and Traffic Study is available.
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## 7 APPROVALS

Prepared by \_\_\_\_\_  
Project Manager

Approved by \_\_\_\_\_  
Consultant

\_\_\_\_\_  
Design Sr. Project Manager

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
[Other/Stakeholder]

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## **8 APPENDICES**

### **8.1 Project Map**

### **8.2 Project Organization Chart**

### **8.3 Project Communications Plan**

### **8.4 Default Project Reports**

#### **8.4.1 Status Report**

(Generated Online)

#### **8.4.2 Milestone Report**

#### **8.4.3 Cost Report**

### **8.5 Executed Consultant Contract(s)**

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